Evaluation Entry System Overview (NCOER Support Form)

Module 5a: NCOER Support Form

as of 10 June 2015

Agenda

- Accessing EES
- Landing Page
- Initiating NCOER Support Form
- Administrative Data
- Attributes and Competencies
- Editing Support Forms

Unclassified

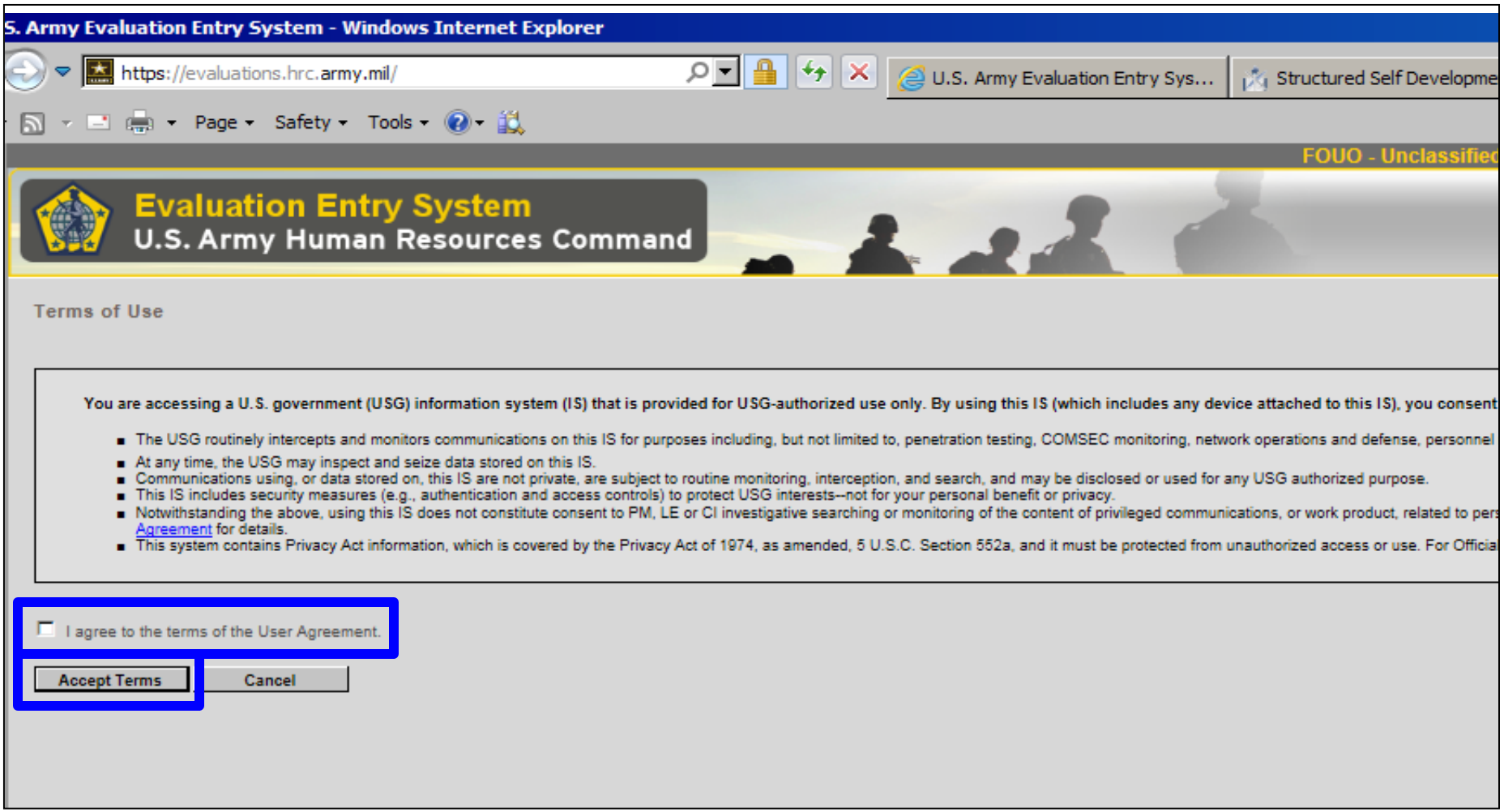
Evaluation Entry System (EES)

https://evaluations.hrc.army.mil/
(EES website)

https://evalentry.hrc.army.mil/
(NCOER training environment)

Unclassified

EES Terms Page


S. Army Evaluation Entry System - Windows Internet Explorer
https://evaluations.hrc.army.mil/
U.S. Army Evaluation Entry Sys...
Structured Self Developme
Page
Safety
Tools
FOUO - Unclassified
Evaluation Entry System
U.S. Army Human Resources Command
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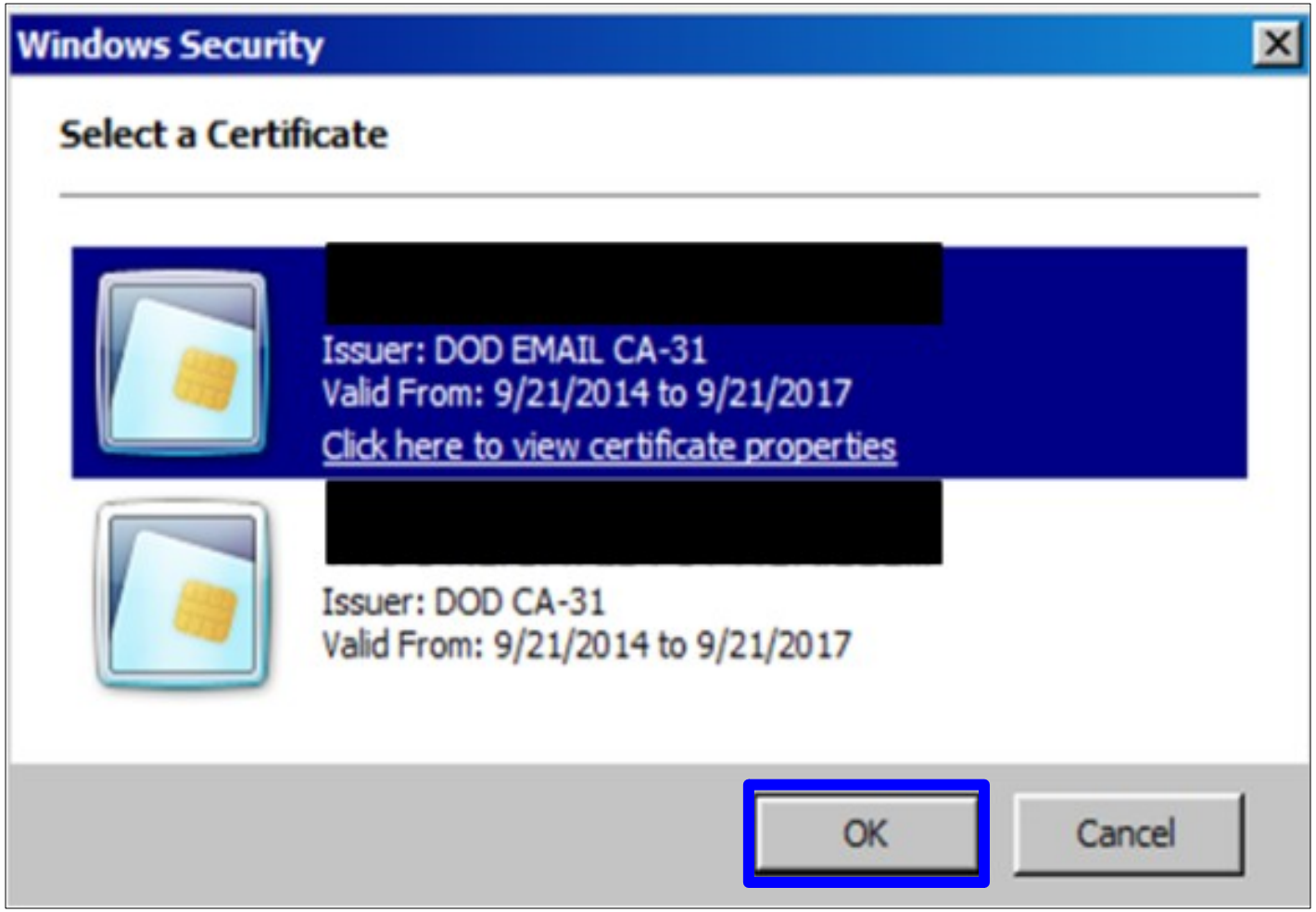
Agreement for details.
This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Officia
I agree to the terms of the User Agreement.
Accept Terms
Cancel

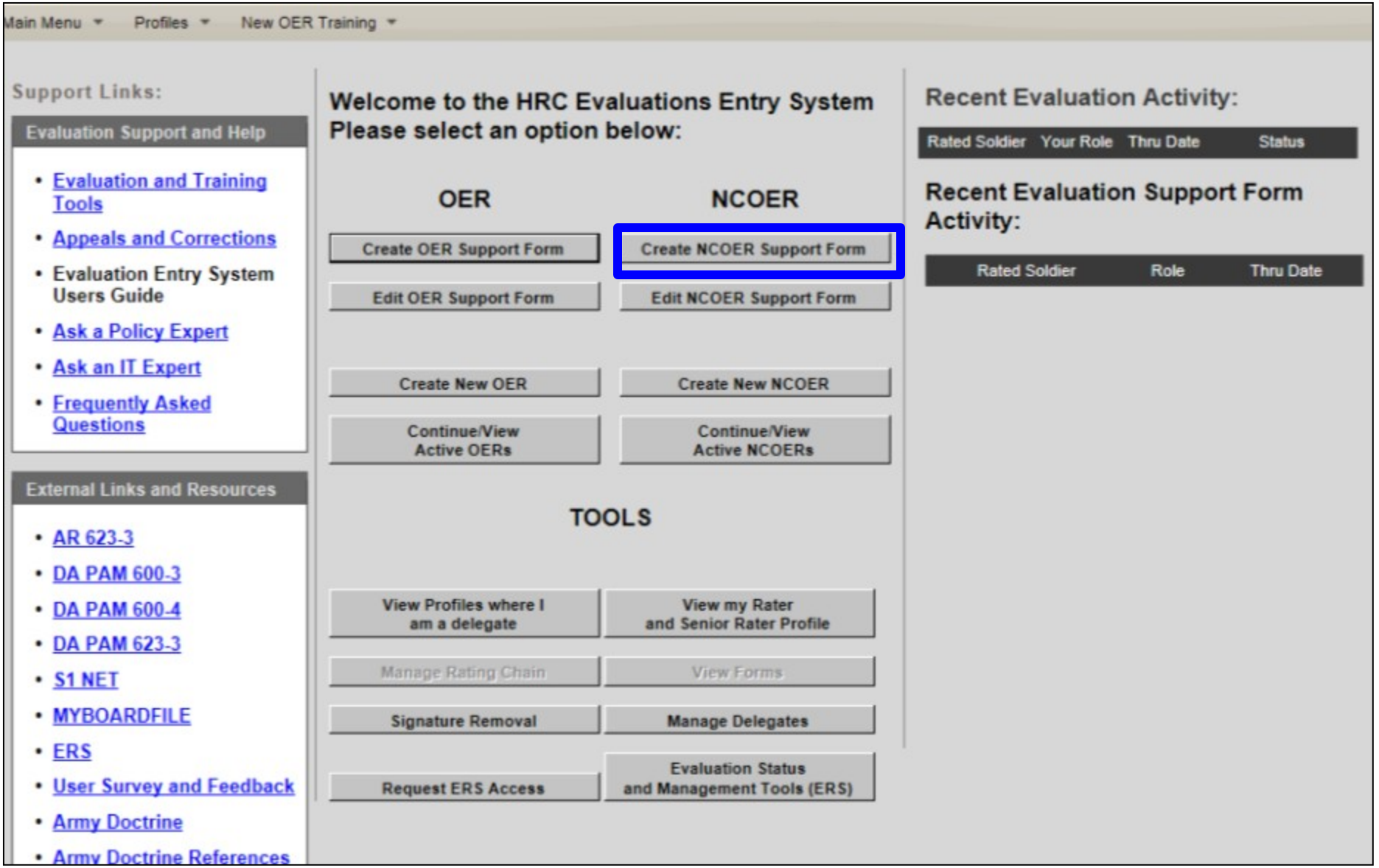
Unclassified

EES Digital Credentials



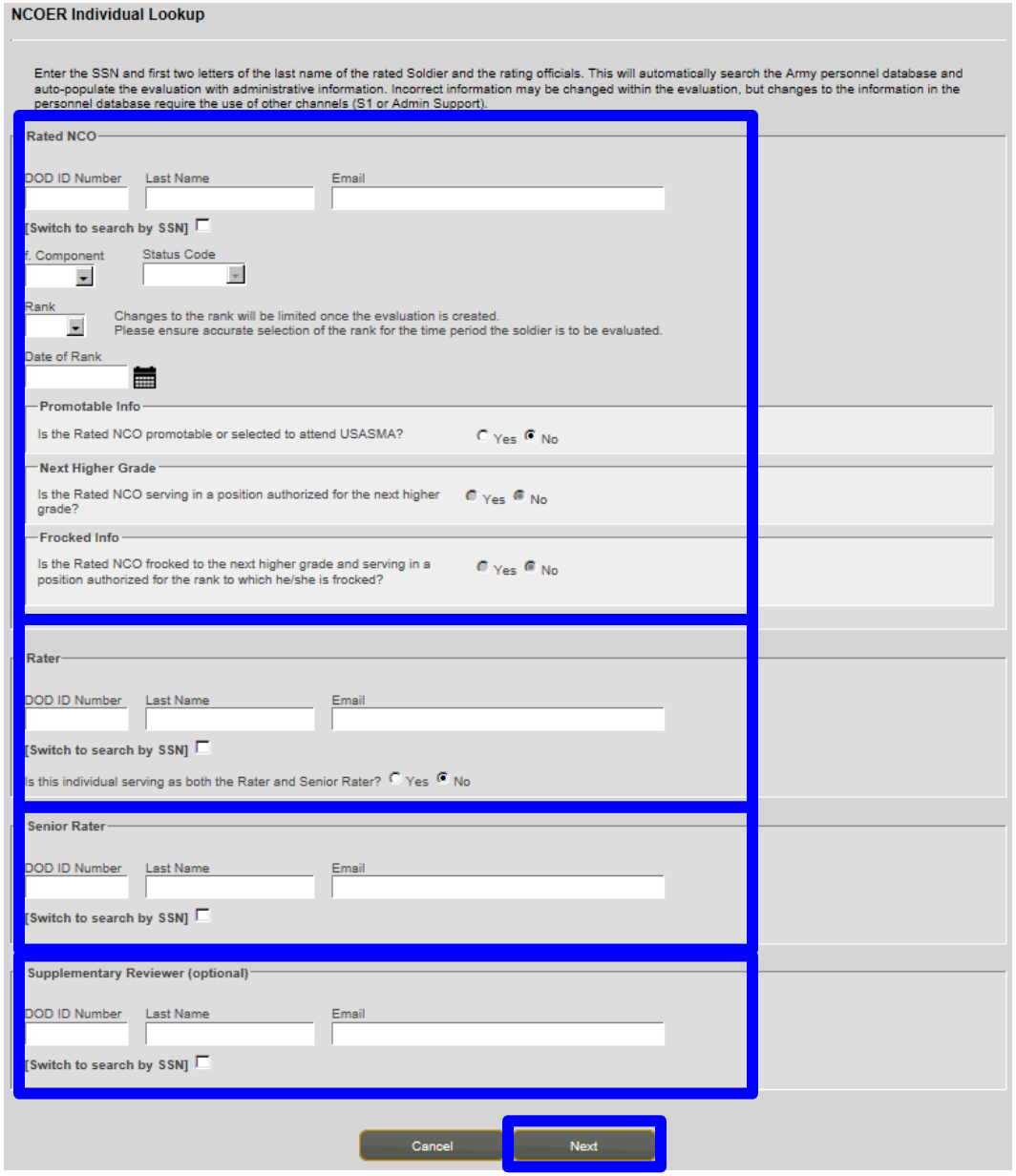
Unclassified

EES Landing Page



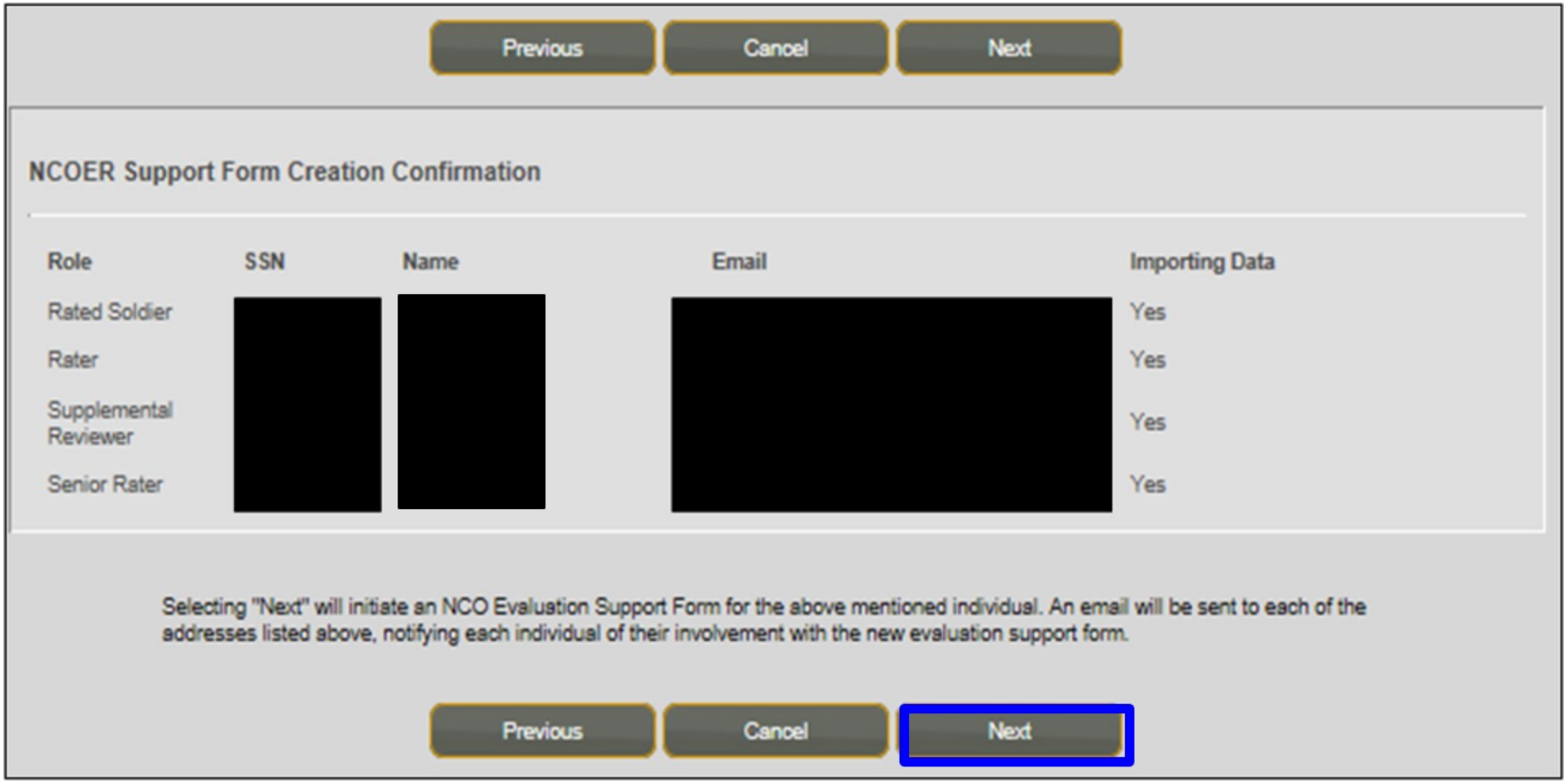
Unclassified

DA Form 2166-9-1A / NCOER Support Form


NCOER Individual Lookup
Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other channels (S1 or Admin Support).
Rated NCO
DOD ID Number
Last Name
Email
[Switch to search by SSN]
f. Component
Status Code
Rank
Changes to the rank will be limited once the evaluation is created.
Please ensure accurate selection of the rank for the time period the soldier is to be evaluated.
Date of Rank
Promotable Info
Is the Rated NCO promotable or selected to attend USASMA?
Yes
No
Next Higher Grade
Is the Rated NCO serving in a position authorized for the next higher grade?
Yes
No
Frocked Info
Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked?
Yes
No
Rater
DOD ID Number
Last Name
Email
[Switch to search by SSN]
Is this individual serving as both the Rater and Senior Rater?
Yes
No
Senior Rater
DOD ID Number
Last Name
Email
[Switch to search by SSN]
Supplementary Reviewer (optional)
DOD ID Number
Last Name
Email
[Switch to search by SSN]
Cancel
Next

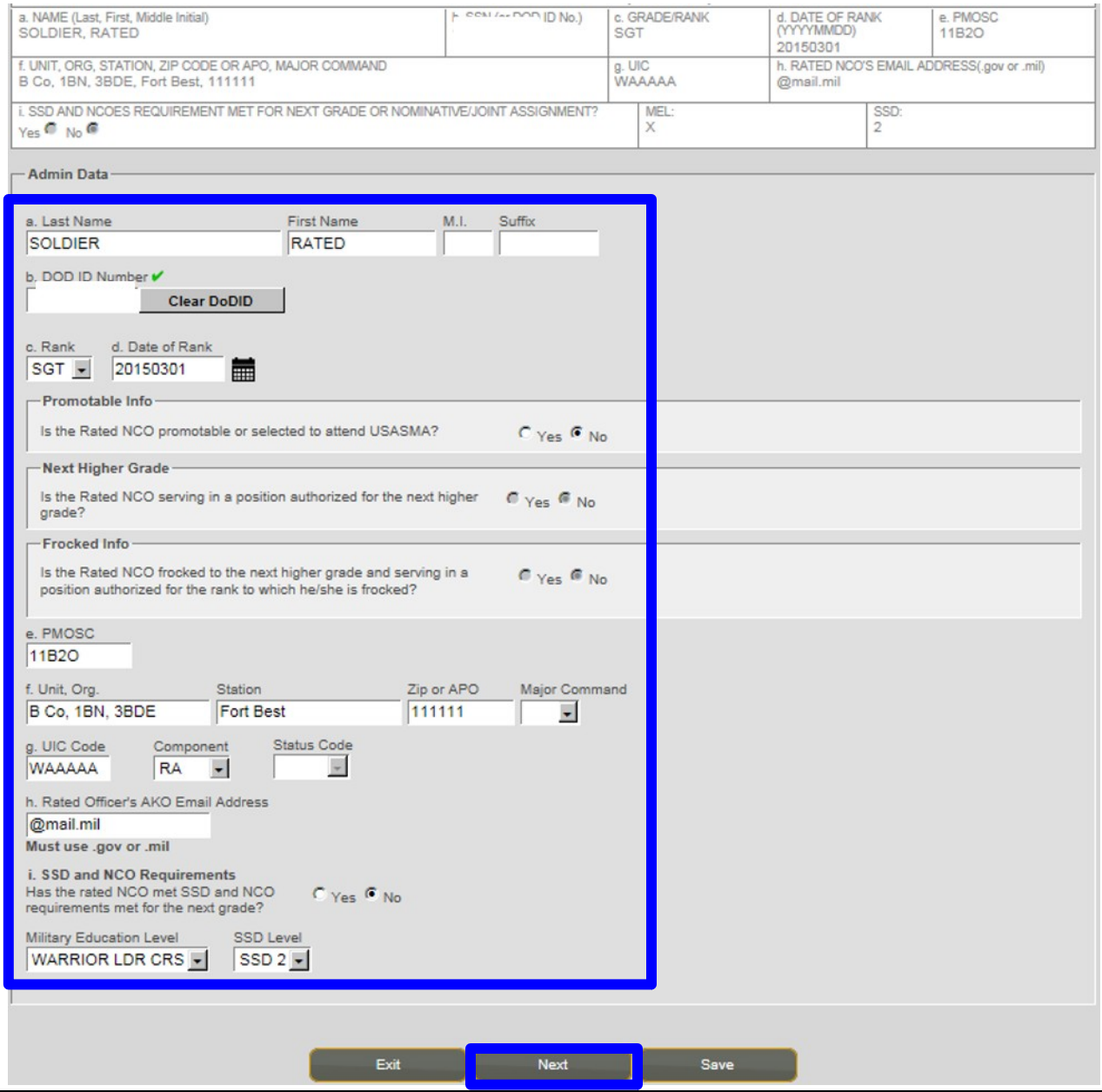
Unclassified

Rating Officials



Unclassified

Rated NCO's Administrative Data



a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. GRADE/RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGT	20150301	11B2O

f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND	g. UIC	h. RATED NCO'S EMAIL ADDRESS(.gov or .mil)
B Co, 1BN, 3BDE, Fort Best, 111111	WAAAAA	@mail.mil

i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT?	MEL:	SSD:
Yes ○ No ◉	X	2

Admin Data

a. Last Name: SOLDIER | First Name: RATED | M.I. | Suffix

b. DOD ID Number ✔ [Clear DoDID]

c. Rank: SGT | d. Date of Rank: 20150301

Promotable Info

Is the Rated NCO promotable or selected to attend USASMA? ○ Yes ◉ No

Next Higher Grade

Is the Rated NCO serving in a position authorized for the next higher grade? ○ Yes ◉ No

Frocked Info

Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? ○ Yes ◉ No

e. PMOSC: 11B2O

f. Unit, Org.: B Co, 1BN, 3BDE | Station: Fort Best | Zip or APO: 111111 | Major Command

g. UIC Code: WAAAAA | Component: RA | Status Code

h. Rated Officer's AKO Email Address: @mail.mil

Must use .gov or .mil

i. SSD and NCO Requirements

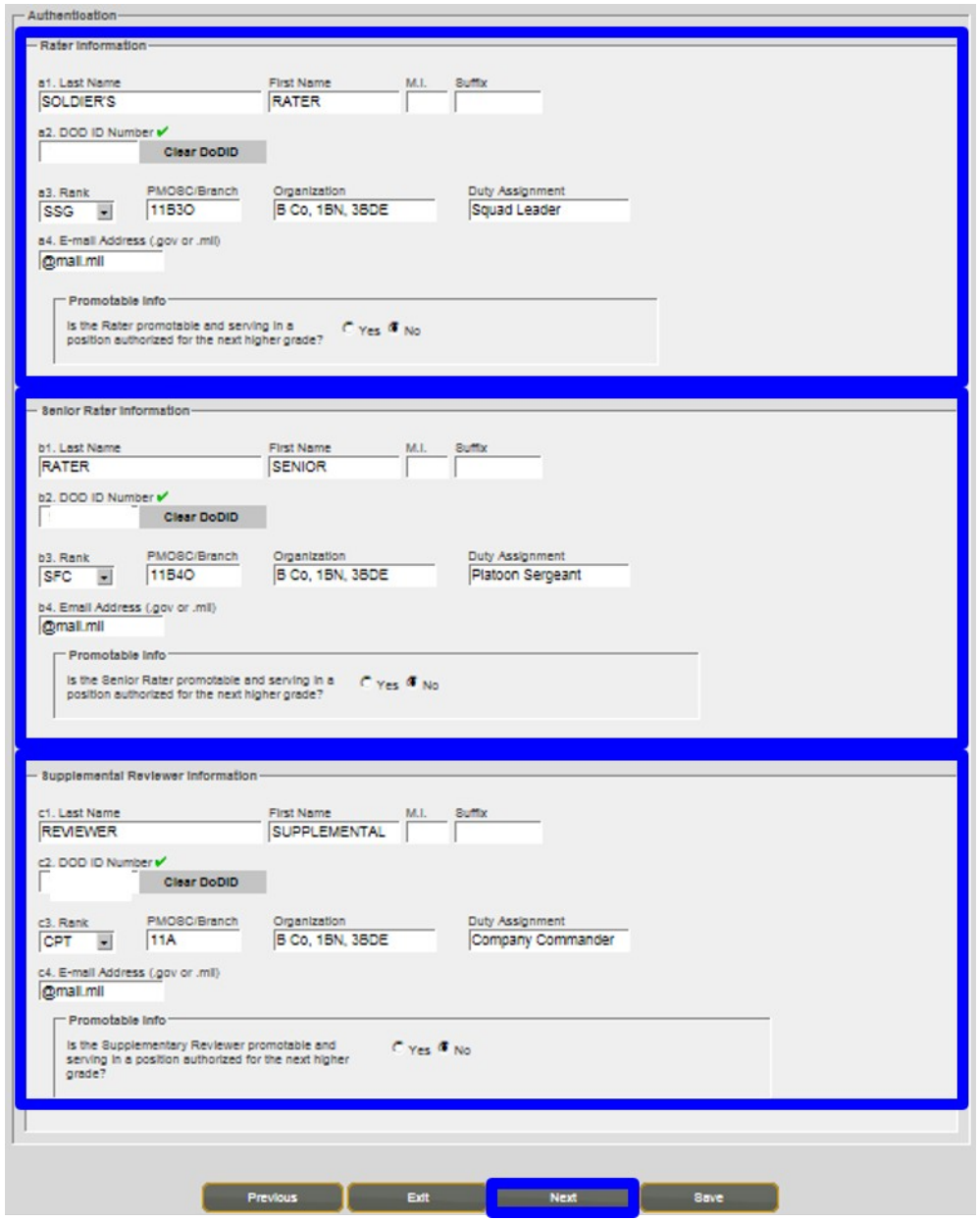
Has the rated NCO met SSD and NCO requirements met for the next grade? ○ Yes ◉ No

Military Education Level: WARRIOR LDR CRS | SSD Level: SSD 2

Exit | Next | Save

Unclassified

Rating Officials' Administrative Data (cont.)



Unclassified

Check on Learning

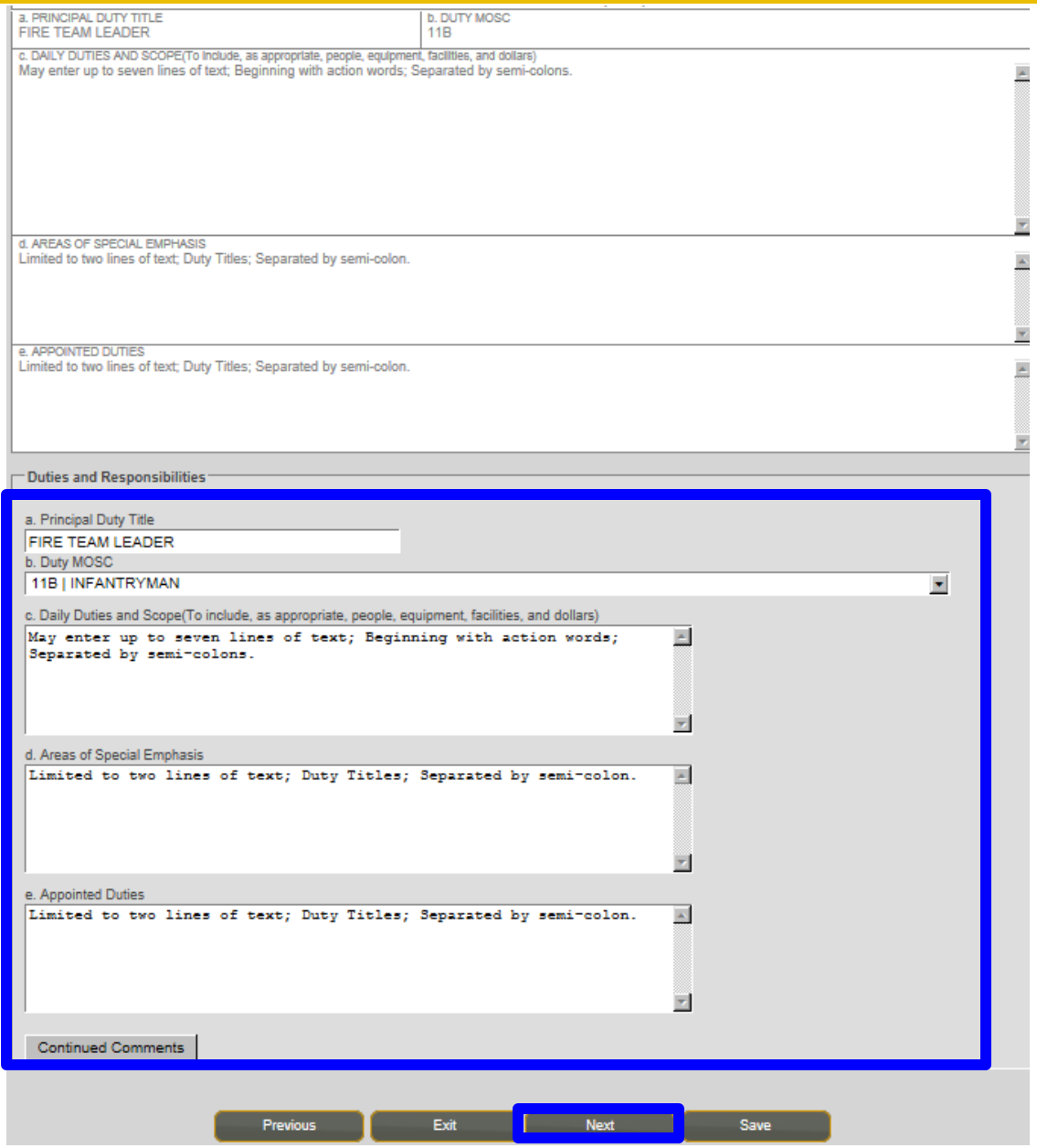
1. When will users be able to create and edit NCOER Support Forms in EES?

2. Can Rating Officials access an NCOER Support Form if their DOD ID / SSN is incorrectly entered into EES?

3. Should users enter the Rated NCO's promotable rank on the Support Form if the Rated NCO is not serving in an authorized position at the next higher grade?

Unclassified

Duty Description


a. PRINCIPAL DUTY TITLE
FIRE TEAM LEADER
b. DUTY MOSC
11B
c. DAILY DUTIES AND SCOPE(To include, as appropriate, people, equipment, facilities, and dollars)
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.
d. AREAS OF SPECIAL EMPHASIS
Limited to two lines of text; Duty Titles; Separated by semi-colon.
e. APPOINTED DUTIES
Limited to two lines of text; Duty Titles; Separated by semi-colon.
Duties and Responsibilities
a. Principal Duty Title
FIRE TEAM LEADER
b. Duty MOSC
11B | INFANTRYMAN
c. Daily Duties and Scope(To include, as appropriate, people, equipment, facilities, and dollars)
May enter up to seven lines of text; Beginning with action words;
Separated by semi-colons.
d. Areas of Special Emphasis
Limited to two lines of text; Duty Titles; Separated by semi-colon.
e. Appointed Duties
Limited to two lines of text; Duty Titles; Separated by semi-colon.
Continued Comments
Previous
Exit
Next
Save

Unclassified

Performance Goals & Expectations

PART IV - PERFORMANCE GOALS AND EXPECTATIONS (Rated NCO)

INDICATE YOUR PERFORMANCE GOALS AND EXPECTATIONS DURING THIS RATING PERIOD

o May enter up to sixteen lines of text and spaces; for example, x5 two-line bullets with a one-line space between them

Performance Goals and Expectations

Performance Goals and Expectations

o May enter up to sixteen lines of text and spaces; for example, x5 two-line bullets with a one-line space between them

Continued Comments

Previous | Exit | Next | Save

Unclassified

Character

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

a. CHARACTER: (Army Values, Empathy, Warriors Ethos/Service Ethos, Discipline. Fully supports SHARP, EO, and EEO.)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

Character

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous | Exit | Next | Save

Unclassified

Presence

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

b. PRESENCE: (Military and professional bearing, Fitness, Confidence, Resilience)

APFT GOALS:	CURRENT RECORD APFT:
PU: 60 SU: 75 RUN: 13 : HEIGHT/WEIGHT 69 / 175 (ONLY AS NEEDED)	APFT Pass/Fail/Profile: DATE 20151021 HEIGHT 69 WEIGHT 185 Within Standard? ____

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:	LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:
o May enter text	o May enter text

Presence

APFT Goals

Pushups	Situps	Minutes	Seconds	Height	Weight
60	75	13	15	69	175

CURRENT RECORD APFT

Pass/Fail/Profile	Date	Height	Weight	Meets Bodyfat Standards
PASS	20151021	69	185	Yes / No

Major performance objectives

o May enter text

Significant contributions and accomplishments

o May enter text

Continued Comments

Previous | Exit | Next | Save

Unclassified

Intellect

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

c. INTELLECT: (Mental agility, Sound judgment, Innovation, Interpersonal tact, Expertise)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Intellect

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous | Exit | Next | Save

Unclassified

Leads

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)	
d. LEADS: (Leads others, Builds trust, Extends influence beyond the chain of command, Leads by example, Communicates)	
INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:	LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Leads

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous | Exit | Next | Save

Unclassified

Develops

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

e. DEVELOPS: (Creates a positive command/workplace environment, Fosters esprit de corps, Prepares self, Develops others, Stewards the profession)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:	LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Develops

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous | Exit | Next | Save

Unclassified

Achieves

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

f. ACHIEVES: (Gets results)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Achieves

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous | Exit | Next | Save

Unclassified

Senior Rater Comments

NCO EVALUATION REPORT SUPPORT FORM For use of this form, see AR 623-3 the proponent agency is DCS, G-1	See Privacy Act Statement in AR 623-3.

PART VI - SENIOR RATER COMMENTS

May enter up to eight lines of text in narrative form.

Senior Rater Comments

Senior Rater Comments

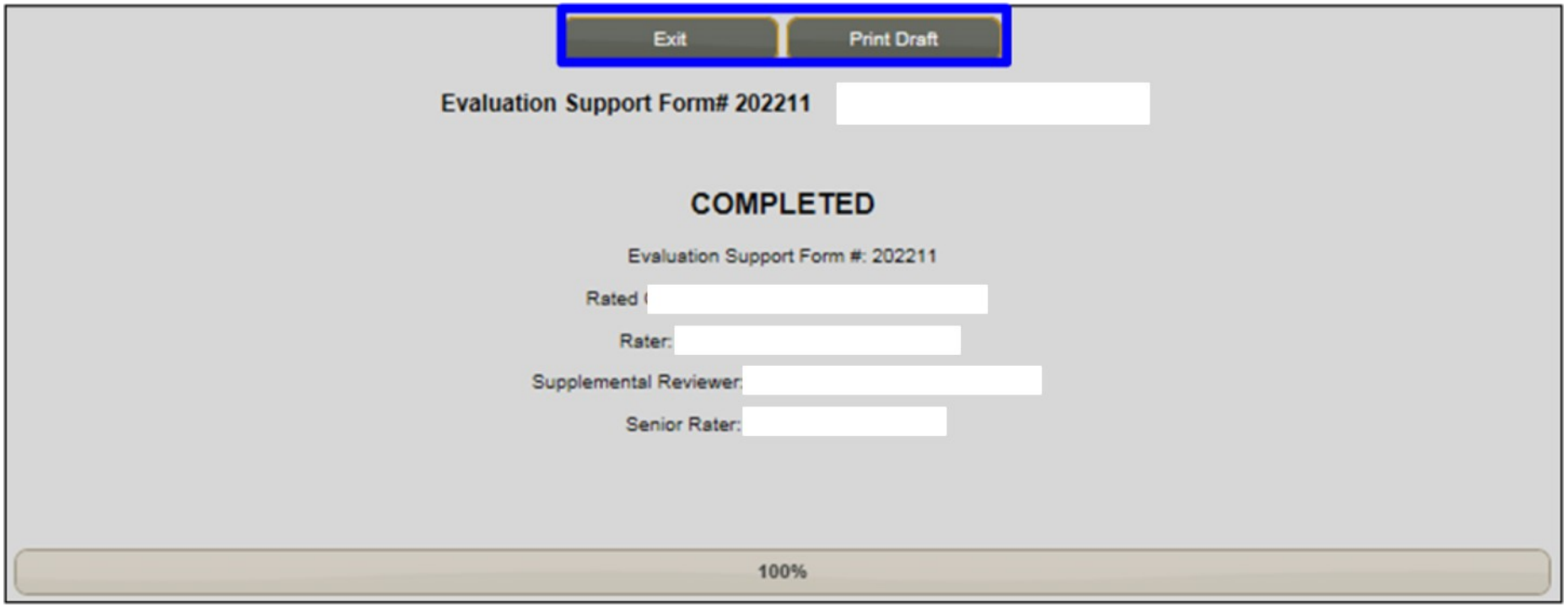
May enter up to eight lines of text in narrative form.

Continued Comments

Previous | Exit | Next | Save

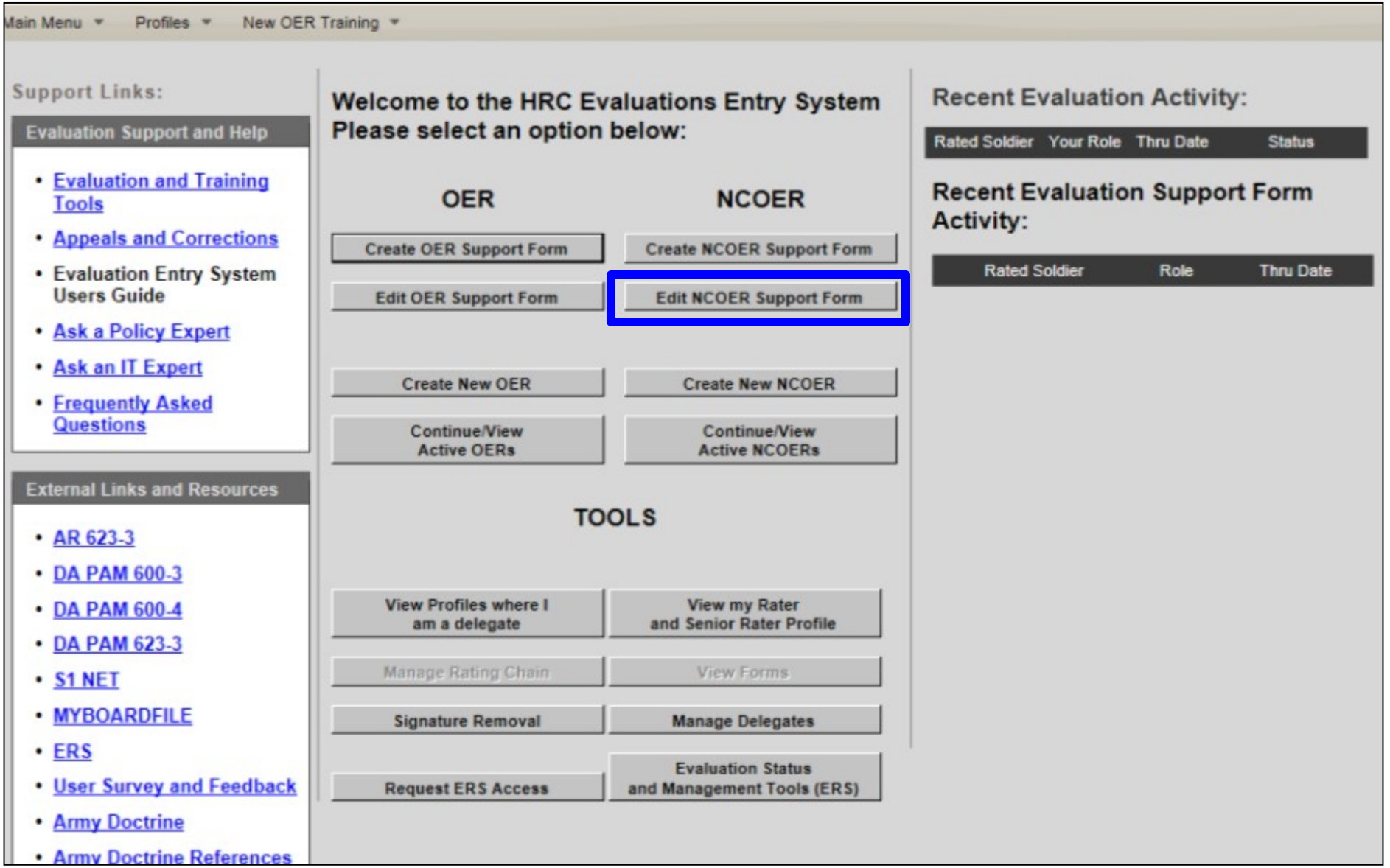
Unclassified

Completed Support Form



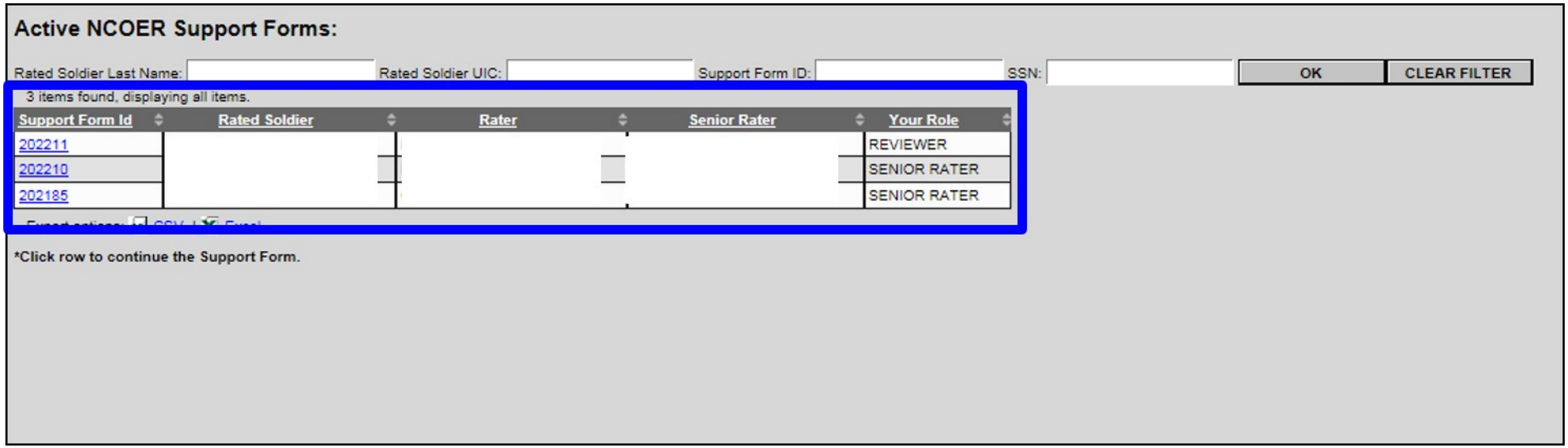
Unclassified

Editing Support Forms



Unclassified

Active NCOER Support Form List



Unclassified

NCOER Support Form

Edit | Create NCOER | Manage Enclosures | Delete

NCO EVALUATION REPORT SUPPORT FORM
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. GRADE/RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGT	20150301	11B2O

f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND	g. UIC	h. RATED NCO'S EMAIL ADDRESS(.gov or .mil)
B Co, 1BN, 3BDE, Fort Best, 111111	WAAAAA	@mail.mil

i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT?	MEL:	SSD:
Yes ○ No ○	X	2

PART II - AUTHENTICATION

a1. NAME OF RATER(Last, First MI)	a2. SSN (or DOD ID No.)	INITIAL DATE	LATER DATE	LATER DATE	LATER DATE
SOLDIER'S, RATER					

a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT	a4. RATER'S EMAIL ADDRESS (.gov or .mil)
SSG, 11B3O, B Co, 1BN, 3BDE, Squad Leader	@mail.mil

b1. NAME OF SENIOR RATER (Last, First, MI)	b2. SSN (or DOD ID No.)	INITIAL DATE	LATER DATE
RATER, SENIOR			

b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT	b4. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant	@mail.mil

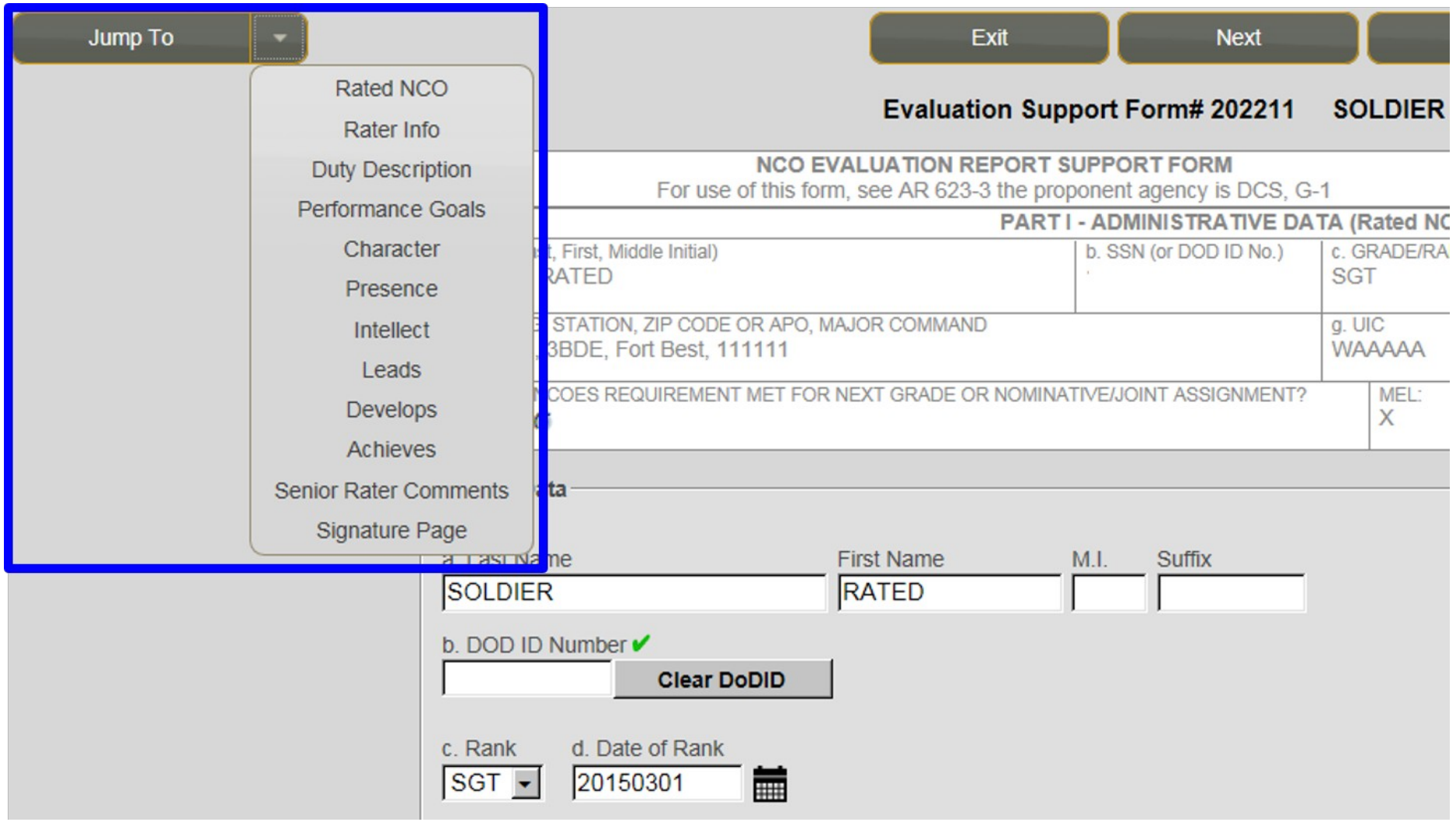
c1. NAME OF SUPPLEMENTAL REVIEWER (Last, First, MI)	c2. SSN (or DOD ID No.)
REVIEWER, SUPPLEMENTAL	

c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT	c4. SUPPLEMENTAL REVIEWER'S EMAIL ADDRESS (.gov or .mil)
CPT, 11A, B Co, 1BN, 3BDE, Company Commander	@mail.mil

d. RATED NCO'S INITIALS	INITIAL DATE	LATER DATE	LATER DATE	LATER DATE

Unclassified

Navigating NCOER Support Form



Unclassified

Initialing the NCOER Support Form

Edit | Create NCOER | Manage Enclosures | Delete

NCO EVALUATION REPORT SUPPORT FORM
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. GRADE/RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGT	20150301	11B2O

f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND	g. UIC	h. RATED NCO'S EMAIL ADDRESS(.gov or .mil)
B Co, 1BN, 3BDE, Fort Best, 111111	WAAAAA	@mail.mil

i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT?	MEL:	SSD:
Yes ○ No ○	X	2

PART II - AUTHENTICATION

a1. NAME OF RATER(Last, First MI)	a2. SSN (or DOD ID No.)	INITIAL DATE	LATER DATE	LATER DATE	LATER DATE
SOLDIER'S, RATER					

a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT	a4. RATER'S EMAIL ADDRESS (.gov or .mil)
SSG, 11B3O, B Co, 1BN, 3BDE, Squad Leader	@mail.mil

b1. NAME OF SENIOR RATER (Last, First, MI)	b2. SSN (or DOD ID No.)	INITIAL DATE	LATER DATE
RATER, SENIOR			

b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT	b4. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant	@mail.mil

c1. NAME OF SUPPLEMENTAL REVIEWER (Last, First, MI)	c2. SSN (or DOD ID No.)
REVIEWER, SUPPLEMENTAL	

c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT	c4. SUPPLEMENTAL REVIEWER'S EMAIL ADDRESS (.gov or .mil)
CPT, 11A, B Co, 1BN, 3BDE, Company Commander	@mail.mil

d. RATED NCO'S INITIALS	INITIAL DATE	LATER DATE	LATER DATE	LATER DATE

Unclassified

Check on Learning

1. Name some topics the Rated NCO enters into the Support Form.

2. Describe how to edit a NCOER Support Form.

3. When do the Rating Officials and Rated NCO initial the NCOER Support Form?

4. Where can Rating Officials get guidance on entries in Part V for character, presence, intellect, etc?

Unclassified

Summary

- Accessing EES
- Landing Page
- Initiating NCOER Support Form
- Administrative Data
- Attributes and Competencies
- Editing Support Forms

Unclassified

Questions

Ask an IT Expert:
usarmy.knox.hrc.mbx.it-help-desk@mail.mil

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